MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 23, NUMBER 2 SPRING 1994

MARAC MENTORS IN NEW YORK

New York is one of the world's great cities, and the MARAC membership re-discovers this fact during its Spring Meeting held at the Pennsylvania Ramada from May 14 to 16. But a foray into the Big Apple can be a bit overwhelming, especially for the first-time visitor. How does one decide what to do and where to go, or how to get there? New York is a complex and fascinating place, and maybe, a little bit intimidating. A personal guide, someone who knows the city, would be very helpful. Your guide would provide directions, show you the ropes, and generally give you the benefit of his or her experience. Experiencing New York for the first time is a little like taking on your first archival position. How do you decide from an array of choices to arrange, process, describe, and administer your collections? Of course, education and training provide a theoretical background, but wouldn't it be helpful to have your own guide or mentor to ease your transition from novice to expert?

MARAC's New York meeting will coincide with the Membership Development Committee's initiative for developing a Mentor Program. The intent of the program is to help students and new members identify interests, set career goals, and assist in developing professional contacts. The Committee is encouraging member participation as mentors and mentees to determine support for this program and receive feedback to tailor the program to better meet the needs of the membership. Participation forms will be included with the pre-registration packets sent by the Local Arrangements Committee.

Guidelines for the mentoring program are still being finalized. For those considering participation, please note that the requirements do not include being "Mentor for Life." Mentors are required to meet with their mentee at least once, preferably during a MARAC conference. The choice to continue the association is up to the participants. The program's aim is to allow students and new members to learn from experienced archivists the means and sources that may lead the Mentees to better focus their plans and future pursuits.

Prospective participants should consider what type of characteristics they prefer in their Mentor and Mentee in order to promote a comfortable association. For instance, geographical considerations may be a factor. Because this is a volunteer pilot program, the Committee cannot guarantee a Mentor for every Mentee or vice versa. The success of the program is dependent on member participation, so we invite all who are interested to complete their forms and help out an aspiring member of the archival community. For further information, please contact the following members of the Membership Development Committee:

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State & Local News

DC

AFI/NEA Film Preservation Program Announces Recipients of $355,600 in Grants

The National Center for Film and Video Preservation at The American Film Institute announced that a total of $355,600 in grants has been awarded by the AFI/NEA Film Preservation Program to eleven organizations for film preservation projects. The program is funded by the National Endowment for the Arts and is administered by the National Center for Film and Video Preservation at the AFI. The only nationally funded film preservation grants program in existence, it is part of the Center's coordinated national effort to preserve the American film heritage.

The AFI/NEA Program has resulted in the preservation, safeguarding and restoration of thousands of films, many of which would otherwise have been lost due to the inevitable deterioration of nitrate film base which was in standard use in the film industry until the early 1950s.

Applications to the Film Preservation Program are evaluated by an NEA-appointed review panel of recognized professionals and experts in the field of preservation, distribution, research, academia and production. Grants are made on a matching basis to non-profit organizations.

The MARAC regional organizations and projects funded this year include:

- **Anthology Film Archives** (New York, NY): To preserve endangered works by noted independent and avant-garde filmmakers, including the only surviving prints of Jim Davis' documentaries on Frank Lloyd Wright's workshops and residences, TALIESIN-EAST and TALIESIN-WEST (1950).

- **International Museum of Photography at George Eastman House** (Rochester, NY): 1994 efforts will include the preservation of the sole surviving copies of director John Collins' OPPORTUNITY (1918); FAITH (1916), featuring Mary Miles Minter; and THERE IT IS (1928), a rare example of animation by noted pioneer Charlie Bowers; and A MOON AND SIXPENCE (1942), starring George Sanders and Herbert Marshall.

- **The Museum of Modern Art** (New York): 1994 efforts will include the preservation of two early Thomas H. Ince productions, RUMPELSTILTSKIN (1915) and HAIL THE WOMAN (1921); THE PROJECTIONIST (1970), an independent film classic by Harry Hurwitz; and G.W. Pabst's DON QUIXOTE (1933).

- **New York Public Library/Dance Collection** (New York, NY): To aid the world's most comprehensive archive on the subject of dance in preserving film material indispensable to the study of noted dance works, choreographers and performers. 1994 efforts will concentrate on footage from the collections of dancers/choreographers Leonide Massine and Agnes de Mille.

The American Film Institute is a national trust dedicated to preserving the heritage of film and television; to identifying, developing and training creative individuals; and to presenting the moving image as an art form.

MD

Summer courses for Archivists

The University of Maryland at College Park will offer a number of courses of interest to archivists during Summer Sessions of 1994.

Students need not be registered for a degree in order to participate in the program. Graduate credit (3 hrs.) will be awarded for each course. Courses numbered 499 can be taken for undergraduate credits also.

For the first time, the College will offer LBSC708S *Management of Electronic Records*, conducted by Dr. Michael Miller, a government archivists/records manager. The full spectrum of electronic records control through the processes of creation, maintenance, use and disposition will be covered. **Classes will meet Monday & Wednesday, 5:30-8:45 p.m. from June 6 to July 13.**

LBSC499K, *Advanced Archival Administration*, will be conducted by Dr. Michael Kurtz. This course, offered by Dr. Kurtz at Maryland previously, deals with budgeting, personnel, finance, and administrative practices in archival institutions, including historical societies. **Classes will meet Monday & Wednesday, 5:45-9:00 p.m. from July 18 to August 24.**

African-American Life and Culture, Resources in Archives and Libraries will be offered in a special one-month session of 12 evening classes by Dr. Marilyn Pettit, a member of the faculty of the College. This course (LBSC499D) the first in a series on sources for the study of diversity in American culture, will feature discussions with archivists and curators of the major research holdings in the Washington-Baltimore-Annapolis triangle. **Classes will meet from June 6 to June 29, Monday, Tuesday & Wednesday, 5:30-8:45 p.m.**

For further information about registration for the summer courses in Archives, contact the Office of Student Services, College of Library and Information Services, Room 4105, Hornbake Library, University of Maryland, College Park, MD 20742-4345, call (301) 405-2038, or e-mail your request to CLISUMCP@UMDACC.umd.edu.

★★

Maryland State Archives Awarded NEH Grant for Teachers' Institutes on Using Original Sources in the Classroom

Governor William Donald Schaefer announced today that the Maryland State Archives has been awarded a $104,500 grant by the National Endowment for the Humanities to fund two teachers' institutes on Teaching With Original Sources. The institutes will focus on exploring important national issues using local events and documentary evidence.

The two-year grant will fund four-week institutes in July 1994 and July 1995. Each institute will be open to 15 Maryland social studies teachers from elementary through high school and will teach participants how to find original sources, interpret them and integrate document facsimiles into classroom presentations. An example of how local events will be used to explore national issues is the unit on "Segregation to Integration" which focuses on the case of Donald Gaines Murray which desegregated the University of Maryland Law School. Murray's lawyer was Thurgood Marshall who later used the legal strategies of this case in Brown v. Board of Education. A brief description of the topics to be covered in the first institute is included in the attached Fact Sheet.

Governor Schaefer said of the grant award: "We are delighted that the NEH has funded these institutes for Maryland social studies teachers. By learning how to bring national themes home to Maryland, teachers will learn how to bring these important events alive for their students." The NEH grant will be supplemented by more than $46,000 in in-kind contributions from the Archives.

The Project Director will be Dr. Edward C. Papenfuse, State Archivist, who, with Dr. M. Mercer Neale, Head of the Gilman Upper School in Baltimore, originally developed the concept of Documents for the Classroom on which the teachers' institutes are based.

The teachers attending the institutes will have the opportunity to work with some of the foremost scholars in history to examine the issues and develop individual lesson plans. A list of scholars is included in the attached Fact Sheet. Sessions will be lead by Dr. Papenfuse, Dr. Neale, Dr. James Adomanis of the Anne Arundel County Schools, and Dr. Kay McElvey of the Dorchester County Schools.

The 1994 institute will run from July 5-29, Monday - Friday, and will be held at the Maryland State Archives in Annapolis. This institute also includes three field trips to relevant historic sites. Participating teachers will be paid a stipend but funds are not available for living expenses. Applications must be received by March 15, 1994. Details for the 1995 institute will be announced at a later date.

For further information and application forms, please contact R.J. Rockefeller at (410) 974-3914.

★★

Baltimore Museum of Industry Research Center Receives $138,914 NEH Grant

The Baltimore Museum of Industry is pleased to announce a grant of $138,914 from the National Endowment of the Humanities (NEH) for a two-year project to process and catalog the corporate archives of the Canton Company of Baltimore. The grant will provide funds to arrange and index this unique collection for the museum's Research Center.

The Canton Company of Baltimore was largely responsible for the creation of the industrial and residential community of Canton, located at the eastern end of the Port of Baltimore. The company's records date from 1836 to 1981 and include corporate and financial records, deeds and leases, records of the functions of the Canton Company's two major sub-

Continued on P.6

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State & Local News

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sidiaries, the Canton Railroad Company and the Cottman Company; reports; and blueprints and drawings of construction projects.

The records provide detailed documentation of patterns of land acquisition and dispersal, demographics, land and port development, transportation facilities, and light and heavy industry, as well as of the company's relations with labor unions and various international and domestic corporations. These records will prove an invaluable resource for scholarly research and future Museum exhibitions.

The BMI's research Center houses a collection of books, archival and manuscript materials audiovisual materials, trade literature, periodicals and vertical files which document the history and development of business and industry in Baltimore and Maryland. The Center is open to researchers by appointment only Monday through Friday from 9 a.m. to 5 p.m. For more information, please call the BMI Research Center at (410) 727-1808, ext. 109.

★★

Rare Baltimore Imprint Discovered

The second work known to have been printed in Baltimore has been discovered in the Marylandia Collection of the McKeldin Library. The work is entitled, *Poor Robin's: Being and Almanack...for the Year of our Lord 1766* and was printed by Nicolas Hasselbach. Hasselbach, originally a printer in Philadelphia, moved to Baltimore and established its first press in 1765. While his activity as a printer in Baltimore is well documented, little survives of his work there. The only other work printed in Baltimore with his imprint was discovered in 1902 by the Maryland Historical Society.

A full description of *Poor Robin's*:

POOR ROBIN'S: / [single rule] / BEING AN / ALMANACK / AND / EPHEMERIS / OF THE / MOTIONS of the SUN and MOON: / THE TRUE / PLACES and ASPECTS of the PLANETS; / THE / RISING and SETTING of the SUN; / AND THE / Rising, Setting and Southing of the Moon, / FOR THE / YEAR of our LORD 1766; / Being the Second after LEAPYEAR. / [...] / [single rule] / By ROBERT HUMES, Philom. / [double rule] / BALTIMORE-TOWN: / Printed and Sold by NICOLAS HASSELBACH. / [double rule border surrounding the entire title-page]

17.5 cm. by 10.5 cm. (dimensions approximate as this copy has been reenforced with tissue and possibly trimmed in some areas)

21 unnumbered leaves; $[A]_4$ B_2, - I_2, K_1 Note: The catchword [to] is present on the verso of K_1 indicating that at least one leaf is lacking.

This find opens the door for further research on the establishment of the press in Baltimore and helps prove that Hasselbach did print more than one item. For further information, contact: Tim Pyatt, Curator of Marylandia & Rare Books, McKeldin Library, University of Maryland, College Park, MD 20742-7011.

★★

Attention Poets

The National Library of Poetry has announced that $12,000 in prizes will be awarded this year to over 250 poets in the North American Open Poetry Contest. The contest is open to everyone and entry is free. Deadline for the contest is March 31, 1994. A new contest opens April 1, 1994.

Any poet, whether previously published or not, can be a winner. Every poem entered also has a chance to be published in a deluxe, hardbound anthology.

To enter, send one original poem, any subject and any style, to The National Library of Poetry, 11419 Cronridge Dr., P.O. Box 704-YH, Owings Mills, MD 21117. The poem should be no more than 20 lines, and the poet's name and address should appear on the top of the page.

NY

Environmental Records Rescued by New York State Archives

Historical maps, field books and images spanning three centuries of Adirondack history will be preserved by the New York State Archives and Records Administration with support from a grant from the National Endowment for the Humanities, Without such action by the State Archives, these records were in danger of being lost to future generations. This is the fifth preservation grant the archives has received from NEH. Since 1983, NEH has granted the New York State Archives over $1 million for preserving its records.

This $115,294 grant will be used to preserve the maps and field books of Verplanck Colvin, the 19th century lawyer/surveyor who convinced the New York State Legislature, in 1872, to appropriate $1,000 to establish an independent Adirondack Survey to map New York's North Country. Colvin and his crews spent 27 years exploring and mapping the Adirondacks. The grant will also be used to preserve nearly 7,000 glass and nitrate negatives, taken from 1904-1949, that provide a visual record of New York's management and protection of its natural resources. The field books of James Frost (1790-1810) will also be preserved.

These records contain valuable information about the history of the Adirondack Park, early cartography and the development of the "forever wild" concept. The Archives will be using state-of-the-art preservation technology, including color microfiche and polyester based roll film.

Once the records are preserved, the Archives will encourage researchers to use them by entering data about them into a national database, developing a guide to the records, and publicizing their availability.

In addition to these environmental records, the New York State Archives holdings on the Adirondacks include original land patents issued by the British crown to its subjects; legislation; deeds; tax assessments; registers of land sold at tax sales; and more recently, correspondence of the Commissioners of the Department of Environmental Conservation and minutes of the Adirondack Park Agency.

★★

On-Line Directory of State Government Information. SARA and the New York State Library are jointly developing an Information Locator System (ILS) for State government information. The ILS is an online directory that identifies information sources and provides assistance in how to gain access to those sources. The ILS will describe State agency programs; provide listings of government services, personnel and other directory information; and help users locate a wide variety of useful government information.

★★

New Workshops Offered. A new workshop for State agencies made its debut in February. "Legal Requirements for Electronic Imaging Systems" provides guidance on the legal admissibility of records maintained in electronic imaging systems. Local governments in the State are offered two new workshops this Spring: "Appraisal of Archival Records" and " Inactive Records: Facility Planning and Management".

★★

New Publications Available. Local governments in the State can add three new SARA publications to their records management libraries: "Electronic Document Imaging and Optical Storage Systems for Local Governments: An Introduction", "Optical Storage Systems for Records and Information Management: Overview Recommendations and Guidelines for Local Governments", and "Producing High Quality Microfilm". Records Management Officers in state agencies received the latest SARA booklet in the State Government Records Management Series, "Guide to Efficient Filing Systems".

For more information, contact Judy P. Hohmann, 10A46 Cultural Education Center, Albany, New York 12230.

PA

PRLC Announces an Environmental Monitoring Kit

The Pittsburgh Regional Library Center (PRLC) Environmental Monitoring Kit is designed for libraries, archives, and other institutions to provide a means of documenting and analyzing environmental conditions and their possible effects on the long term preservation of their collections. The loan kit includes equipment, supplies, and manuals relating to the measurement and analysis of significant environmental conditions. For more information contact the PRLC at (412) 825-0600 or (800) 242-3790 (for MD, PA and WV).

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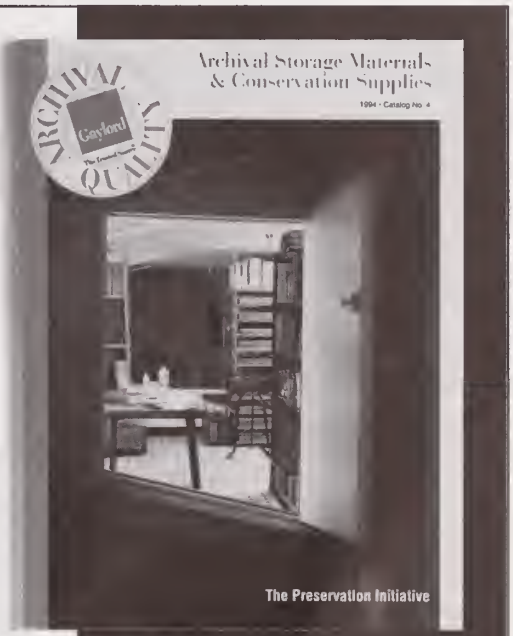

The Right Path to Follow

Reference Shelf

MARAC member Robert Stewart takes a hard look at the use of imaging technology for library and archival collections, specifically the Seville Project undertaken at the Archive General de Indias, Spain: "Does this Project Deserve the Erasmus Prize? Troubling Thoughts About a Large Electronic Imaging Project," *Conservation Administration News*, No. 54 (July 1993), 4-5, 33-35. The intent of the project was to capture early records of the Americas in electronic format for "preservation and access." While electronic imaging can provide access through "Virtual facsimiles" of splendid quality on a computer monitor (I have seen the images produced for the Seville project and can attest to their quality), Stewart questions the appropriateness of this technology for a preservation project and wonders why microfilming of the manuscripts before imaging was never considered. We need to take a careful look at imaging technologies and their applications. While they can provide ready access, the technologies are expensive, there are no standards, they are not ergometrically user-friendly, and the images that are reproduced in electronic format are completely impermanent. Stewart serves on the Library and Archives Committee, Association for Information and Image Management (AIIM).

★★

Archival collections increasingly include audiovisual media. The documentary record is not restricted to paper, and archivists seek documents produced in audiovisual formats. Archivists also receive queries from individuals and their estates about the appraisal of works produced in audiovisual formats. *Appraising Audiovisual Media: A guide for Attorneys, Trust Officers, Insurance Professionals*, and *Archivists in Appraising Films, Video, Photographs, Recordings, and Other Audiovisual Assets* (1993), by consultant Steve Johnson, is available from the Association for Educational Communications and Technology, 1025 Vermont Avenue, NW, Suite 820, Washington DC 20005-3547.

The book provides an overview of appraisal issues as well as condition and conservation concerns. Archivists, even if they are not ready to care for materials in non-print formats, will find the volume of considerable use.

★★

Library of Congress Publishes Two New Illustrated Guides to Music and Manuscripts

The Library of Congress has recently published two sumptuously illustrated guides to major special collections in the Library. *Library of Congress Music, Theater, Dance: An Illustrated Guide* and *Library of Congress Manuscripts: An Illustrated Guide* chronicle the highlights of these two collections and how they have grown over the years.

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Library of Congress Music, Theater, Dance, was written by the staff of the Music Division. This richly illustrated guide not only gives the reader a colorful overview of the Library's holdings, but also outlines the most important changes occurring during this century in the Music Division: the addition of musical performance and the creation of new music to its mission.

In his introduction, James W. Pruett, chief of the Music Division, notes that "The Library of Congress is unique among national libraries in that it embraces the complete range of music – – from creating new works to having them performed and placing the original manuscripts in the collections in perpetuity, for the use of succeeding generations."

As the title suggests, research and study of music are not the only subjects on which the Music Division focuses. In this book, staff specialists in theater and dance also guide the reader to relevant materials in those specialties that are located both in the Music Division and elsewhere in the Library's collections.

The Library's music collections include manuscripts of Irving Berlin, Leonard Bernstein, Aaron Copland, Jerome Kern, and many others who have helped define American music. The Music Division also has original manuscripts of prominent European composers such as Mozart, Brahms, Beethoven and Schoenberg. These collections are very extensive and include original scores and research in the composer's own hand.

The guide is rounded out with sections on public events and publications, and on the Library's collections of musical instruments, the most well-known of which are the five Stradivari instruments acquired as a gift from Gertrude Clarke Whittall in the mid 1930s. Other musical instruments include Dayton C. Miller's collection of more than 1600 wind instruments, donated to the Music Division in 1941, and a Thai collection of 10 elegantly crafted Siamese-style folk instruments, including finger cymbals, flutes, and violins.

Library of Congress: Manuscripts is of the same format and high quality as *Music, Theater, Dance*, and provides the reader with a glimpse of the wealth and comprehensiveness of the Library's manuscript collections. The manuscripts found in the Library are remarkable collections of personal documents ranging from George Washington's personal diary to notes taken by Sigmund Freud. This illustrated guide provides an overview of the continually expanding holdings of the Manuscript Division.

The remarkable quality of this publication is exemplified by four full-page, full-color glossy pictures of Thomas Jefferson's original draft of the Declaration of Independence — one of the many unique manuscripts found in the Library's collection, as well as one of the treasures of the institution.

The chief of the Manuscript Division, James H. Hutson, writes in his introduction that the size of the collections was 25,000 items when the division was founded almost 100 years ago. Today the division holds 10,000 collections containing more than 50 million items. The largest and most heavily used of these is the collection that chronicles the activities of the National Association for the Advancement of Colored People (NAACP) in the 20th century. Other collections include such rare treasures as James Madison's notes on the Constitutional convention and the paper tape of the first telegraphic message. The manuscript division is also proud to hold the papers of 23 presidents, including Abraham Lincoln's Gettysburg Address.

These two publications are part of a new series of illustrated guides on the Library's special collections. They have been made possible by generous support from the James Madison Council, a national, private-sector advisory group dedicated to helping the Library of Congress share its resources with the nation and the world.

Library of Congress Music, Theater, Dance, an 80-page guide with more than 60 illustrations, mostly in color, is available for $13 (stock number 030-001-00148-2). *Library of Congress: Manuscripts*, a 63-page guide with both color and black and white illustrations, is available for $7 (stock number 030-001-00147-4). Both can be purchased from the Library Sales Shop in the James Madison Building, 1001 Independence Avenue S.E., or directly from the U.S. Government Printing Office, Superintendent of Documents, Mail Stop SSOP, Washington, DC 20402-9328. Credit card orders are taken at (202) 783-3238.

★★

Recent Records Products

The following products from records projects funded by the National Historical Publications and Records Commission (NHPRC) have been recently released. Information concerning availability for purchase has been provided.

- *Archival Administration in the Electronic Information Age: An Advanced Institute for Government Archivists*. [Co-sponsored by the School of Library and Information Science, University of Pittsburgh and the National Association of Government Archives and Records Administrators (NAGARA)] December 1991. Information concerning this report can be obtained from Richard J. Cox, Lecturer, Department of Library Science, School of Library and Information Science, University of Pittsburgh, Pittsburgh, PA 15260; or call (412) 624-3245.
- Briggs, Martha T., Allison A. Hinderliter, and Cynthia H. Peters, compilers. *A Guide to the Newberry Library Archives*. Chicago: The Newberry Library, 1993. Information about this guide may be obtained by contacting the archivist at the Newberry Library, 60 West Walton Street, Chicago, IL 60610; or call (312) 943-9090.
- The George Washington University, Melvin Gelman Library; Department of Special Collections.

  Friendship House Association Records

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Reference Shelf

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Washington Metropolitan Area Transit Authority, Metro History Project Collection

Washington Metropolitan Area Transit Authority, Metrorail Specifications Collection

Cody Pfanstiehl Papers

Darwin (Stolzenbach) Fairweather Papers

Washington, DC: The George Washington University, December 1993. Information about these finding aids is available from the Department of Special Collections, The Melvin Gelman Library, The George Washington University, 2130 H Street, NW, Washington, DC 20052; or call (292) 994-7549.

- Richard, Keith. *Archives and Records Management Manual*. Eugene, OR: University of Oregon, August 1993. Copies of this manual and other products from the Oregon State System of Higher Education (OSSHE) Records Project may be obtained on a cost reimbursable basis from OSSHE, Department of Records Management Services, P.O. Box 3175, Eugene, OR 97403. Requests for copies of this manual only should be addressed to Keith Richard, University of Oregon Archives, Fenton Hall—West Entrance, University of Oregon, Eugene, OR 97403; or call (503) 346-3077.
- South Carolina Department of Archives and History. "Chapter 12—Article 10: Minimum Standards for Facilities Which House South Carolina Public Records." *South Carolina State Register*. Vol. 17, Issue 5, Part I (Friday, May 28, 1993), pp. 14-17.

  South Carolina Department of Archives and History. "Chapter 12—Article 6: General Retention Schedules for Municipal Records." *South Carolina State Register*. Vol. 17, Issue 6, (Friday, June 25, 1993), pp. 23-43.

  South Carolina Department of Archives and History, Archives and Records Management Division. *General Record Retention Schedules for County Records*. Columbia, SC: South Carolina Department of Archives and History, June 1992.

  South Carolina Department of Archives and History, Archives and Records Management Division. *Vital Records Management: Protecting Local Government's Vital Records*. Columbia, SC: South Carolina Department of Archives and History, 1990.

  South Carolina Department of Archives and History, Archives and Records Management Division.

  Public Information Leaflet No. 1: *Legal Requirements for Microfilming Public Records*.

  Public Information Leaflet No. 2: *On Choosing Records for Microfilming*.

  Public Information Leaflet No. 3: *Service Bureau or In-House Microfilming*.

  Public Information Leaflet No. 4: *Targeting and Certification of Microfilm*.

  Public Information Leaflet No. 5: *Choosing a Microfilm Camera*.

  Public Information Leaflet No. 6: *Quality Testing of Microfilm*.

  Public Information Leaflet No. 7: *Microfilm and Microforms*.

  Public Information Leaflet No. 8: *Choosing a Micrographics Service Bureau*.

  Public Information Leaflet No. 9: *Choosing Microfilm Readers and Reader/Printers*.

  Public Information Leaflet No. 10: *Computer Assisted Retrieval Systems*.

  Public Information Leaflet No. 11: *Microfilm Storage*.

  Public Information Leaflet No. 12: *Preservation Microfilming*.

  Public Information Leaflet No. 13: *Optical Disk: Policy Statement and Recommended Practices*.

  Public Information Leaflet No. 14: *Storing Records in the State Records Center*.

  Public Information Leaflet No. 15: *The Deposit of Security Microfilm*.

  Public Information Leaflet No. 16: *Disaster Preparedness and Recovery in State and Local Government Offices*.

  Columbia, SC: South Carolina Department of Archives and History, n.d.

  Inquires concerning these publications should be directed to Roy H. Tryon, State Archivist and Records Administrator, South Carolina Department of Archives and History, P.O. Box 11,669, Capitol Station, Columbia, SC 29211; or call (803) 734-3387.
- Tennessee Historical Records Advisory Board. *The Volunteer Challenge: Final Report of the Statewide Assessment of Historical Records in Tennessee*. Nashville: Tennessee State Library and Archives, Department of State, 1993. For information concerning this report, contact Edwin S. Gleaves, State Librarian and Archivist, Tennessee State Library and Archives, 403 7th Avenue, North, Nashville, TN 37243-0312; or call (615) 741-7996.
- Walker, Barbara, compiler. *Index to the Austin and Alta Fife Fieldwork Recordings of Cowboy and Western Songs*. Logan, UT: Utah State University, 1992. Information concerning this index may be obtained by contacting Barbara Walker, Director, Fife Folklore Archive, Utah State University, Logan, UT 84322; or call (801) 750-2869.

Information concerning products from NHPRC-funded projects is also available in the Commission's newsletter, *Annotation*, which is published three times a year. If you would like to be placed on the mailing list to receive *Annotation*, contact the Commission at NHPRC-NP, National Archives Building, Room 607, Washington, DC 20408; or phone (202) 501-5610.

NEWS NOTES

Manuscript Division Publishes 1992 Acquisitions Report

From the papers of theologian Reinhold Niebuhr to the records of the NAACP Legal Defense and Educational Fund, the recently published 1992 issue of *Library of Congress Acquisitions: Manuscript Division* reflects the breadth and diversity of the Library's manuscript collections and the institution's commitment to build on its strengths. With one exception, all the acquisitions featured in the 1992 report represent important additions to collections begun years earlier. Amassing and assembling these collections required persistence and patience spanning years and even decades. Many of these collections have now been processed as part of the Library's arrearage reduction effort and are available for research use.

Among the collections featured in the 79-page illustrated report are the papers of Daniel Roberdeau, an important but little-known Revolutionary War leader; Jeremiah S. Black, United States attorney general and secretary of state during President James Buchanan's administration; the seafaring Palmer and Loper families of Stonington, Connecticut; Merritt A. Adson, one of the most distinguished Marine Corps officers of World War II; theologian and ethicist Reinhold Niebuhr, who was once called "the greatest living political philosopher of America" by noted political scientist Hans J. Morgenthau; and Elliot Richardson, a prominent lawyer, politician, and Cabinet official who held important positions under four U.S. presidents.

Also included is an article on the records of one of the premier civil rights organizations of the 20th century, the NAACP Legal Defense and Educational Fund, and a lively piece on editor Ken McCormick's collection of files documenting the Doubleday & Company publishing histories of some of this century's most important intellectual and cultural personalities.

Although *Library of Congress Acquisitions: Manuscript Division, 1992* describes only a few collections in depth, others are mentioned in articles of a more general nature, and all acquisitions are listed in tabular form at the end of the report. A bibliography of Manuscript Division publications, including finding aids, registers, guides, and brochures, follows the acquisitions table. Copies of *Library of Congress Acquisitions: Manuscript Division, 1992* are available free upon request from the Library of Congress, Manuscript Division, Washington, D.C. 20540-4780.

Researchers interested in consulting any of the division's collections are advised to write or telephone the Manuscript Reading Room at (202) 707-5387 prior to visiting. Many processed and nearly all unprocessed collections are stored off site and advance notice is needed to retrieve these items for research use.

★★

The National Union Catalog of Manuscript Collections (NUCMC), a free-of-charge cooperative cataloging program operated by the Library of Congress, is actively seeking to identify archives and manuscript repositories located in the United States and its capability to catalog their collections in a national-level database such as RLIN or OCLC. On the basis of data supplied by such institutions to the NUCMC program, NUCMC catalogers created RLIN bibliographic records describing collections held by participants and establish pertinent name and subject authority headings. The NUCMC tapes are subsequently purchased and loaded by OCLC. Descriptions and locations of the material are then available to researchers on RLIN and OCLC throughout the United States and around the world.

For more information on the program, contact NUCMC Team, Special Materials Cataloging Division, Library of Congress, Washington, D.C. 20540-4375 [telephone: (202) 707-7954; fax: (202) 707-6369; or Internet: nucmc@mail.loc.gov].

★★

Pest, Insect, and Fungus Management: Nontoxic Fumigation and Alternative Control Techniques for Preserving Cultural Historic Properties and Collections. An intensive two-day conference with more than 20 museum conservators, conservation scientists, pest control specialists, and industry researchers speaking on integrated pest management; insect monitoring and identification; oxygenless, inert gas and freeze-low temperature fumigation; biological, trap, and repellent techniques; rodent control strategies; fungus monitoring and disaster site controls; building, storage, and exhibit HVAC environmental controls and duct air quality filtering and cleaning systems; and federal and state chemical health and safety regulations. October 22-23. Boston, MA. Contact: Susan Schur, Technology and Conservation, 1 Emerson Pl., 16M, Boston, MA 02114; (617) 227-8581; or Robert Hauser, New Bedford Whaling Museum, (508) 997-0046; fax: (508) 997-0018.

★★

Call for Papers Relating to *Archival Collections* for the 21st Annual Conference of *The Midwest Popular Culture Association and The Midwest American Culture Association*

The 21st Annual Conference of The Midwest Popular Culture Association and The Midwest American Culture Association will be held in Pittsburgh, Pennsylvania, Friday, October 7 - Saturday, October 8, 1994. Please submit paper proposals relating to *Archival Collections* to: Donald W. Jackanicz, National Archives - Great Lakes Region, 7358 South Pulaski Road, Chicago, IL 60629, tel: (312) 581-7816.

Proposals must be received by June 1, 1994.

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NEWS NOTES

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Papers relating to *Archival Collections can* concern (1) original research based on primary source materials (manuscripts, photographs, sound recordings, ephemera, etc.) in one or more archival collections; (2) scholarly methodology for using primary source materials for documentary purposes; (3) profiles of one or more archival collections, repositories, or types of primary source materials. Reading time should be about 15 minutes. Based on submissions and scheduling, one or more panels of 3-4 *Archival Collections presenters* will be created.

Proposals should include **all** of the following information:

- Your name.
- Your home address and telephone number.
- Your work address and telephone number.
- Your e-mail address, if you have one.
- Your FAX number, if you have one.
- Presentation title.
- 75 word abstract.
- Statement of audio-visual needs, if any.
- Day (October 7/October 8) and time (morning/afternoon) preference.

For additional information about **The Midwest Popular Culture Association** or **The Midwest American Culture Association**, please contact: Carl B. Holmberg, Executive Secretary, MPCA/MACA, Popular Culture Department, Bowling Green State University, Bowling Green, OH 43404, Tel: (419) 372-8172, e-mail: cholmbe@andy.bgsu.edu

MARAC NEWS

Publications Committee News

The Publications Committee of MARAC is looking for members who may be interested in contributing to the organization by assisting in the writing of technical leaflets. Each year MARAC tries to come out with one or two of these "mini-manuals" that are written to provide practical information for dealing with a variety of archival problems.

The Technical Leaflet series is designed as a forum for allowing MARAC members to share their experience and advice with other members through a written medium. Most of the Leaflets described below were generated from the experiences of the authors. So, if you have recently renovated or moved your collection; dealt with a special type of collection or clientele; have experience in dealing with donors, vendors, etc. you may want to share what you have learned with other members.

Current titles in the Technical Leaflet series include:

Appraisal of Social Welfare Case Files (T.E. Mills, 1989, No. 1)

Computing the Total Cost of Archival Processing (T. Wilsted, 1989, No. 2)

Planning for Archival Programs: An Introduction (B.W. Dearstyne, 1989, No. 3)

Processing Congressional Collections (M. Boccaccio, 1989, No. 4)

Developing Archival Exhibitions (S. Aubitz & G.F. Stern, 1990, No. 5)

Involving Volunteers (D.W. Carmicheal, 1990, No. 6)

Identifying & Handling Classified Documents (K. Schlessinger & M.F. Russell, 1992, No. 7)

Archival Sampling: A Method of Appraisal (J. G. Bradsher & B.I. Ambacher, 1992, No. 8)

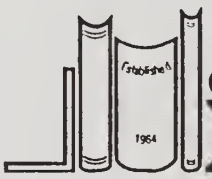
Forthcoming titles:

Basic Preservation of Photographs (P. Mustardo & N. Kennedy)

The F.O.I.A. & You (M. Ronan)

If you have suggestions for future titles in the Technical Leaflet series, let us know. Direct your suggestions or indicate an interest in writing a Technical Leaflet by contacting the Publications Committee through *maa*, or by contacting Heidi Ziemer, Publications Committee Chair, c/o WNYLRC, 180 Oak Street, Buffalo, New York 14203, (716) 852-3846.

To order Technical Leaflets or other MARAC publication, contact the MARAC Administrator, Diana L. Shenk, c/o W313 Pattee Library, Penn State University, University Park, PA 16802, (814) 863-3181.



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National & Regional Association News

Midwest Archives conferences Establishes Scholarships for Minority Students in Archival Administration

The Midwest Archives Conference (MAC) has established a $500 scholarship for minority students interested in pursuing graduate education in archival administration. By so doing, MAC seeks to encourage ethnic diversification of the membership of the Midwest Archives Conference and of the archival profession as a whole.

In order to be eligible for a scholarship applicants must be a student of African, Asian, Hispanic, Native American or Pacific Islander descent, currently enrolled in, or accepted into, a graduate, multi-course program in archival administration, and must have a grade point average of at least 3.0 in his/her current academic program. Applicants are not required to be a resident of, or attend school in the midwest.

Applications are available from the Chair of the MAC Education Committee: Eric Pumroy, Head, Special Collections & Archives, IUPUI University Libraries, 755 W. Michigan St., Indianapolis, IN 46202, (317) 274-0464.

★★

Certified Archivist Exam to be Given September 9, 1994

The Certified Archivist Exam will be administered on Friday, September 9, 1994, at the Society of American Archivists Meeting in Indianapolis, and at New York, Atlanta and Seattle. Applications must be requested by May 25, 1994, and must be postmarked no later than midnight June 10, 1994.

This year applicants may qualify to take the exam by achieving a master's degree which includes a minimum of nine semester hours or thirteen quarter hours of graduate archival education; or a minimum of one year of qualifying professional experience plus nine semester hours of graduate archival study; or two years of qualifying professional archival experience plus a master's degree; or three years of qualifying professional archival experience plus a bachelor's degree.

For more information, contact the Academy of Certified Archivists Secretariat, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605 or call (312) 922-0140.

★★

1994 SAA Awards Competition

The Society of American Archivists (SAA) announces its 1994 awards competition to recognize achievements of the 1993 calendar year. Individual and institutional members of SAA are invited to nominate themselves or others for these awards. This year's competition features two new awards — Minority Student Award and Preservation Publication Award. Winners will be selected by subcommittees of the SAA Awards Committee. Awards will be presented on September 8, 1994, at the SAA annual meeting in Indianapolis. The deadline for awards nominations is April 29, 1994.

The SAA awards include the following:

- ***Distinguished Service Award*** recognizes a North American archival institution, organization, education program, or nonprofit or governmental organization that has given outstanding services to its public and has made an exemplary contribution to the archival profession.
- ***J. Franklin Jameson Archival Advocacy Award*** honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs.
- ***C.F.W. Coker Prize for Finding Aids*** recognizes finding aids, finding aid systems, projects that involve innovative development in archival description, or descriptive tools that enable archivists to produce more effective finding aids.
- ***Philip M. Hamer and Elizabeth Hamer Kegan Award*** recognizes an individual, organization, institution, or group of individuals, organizations, or institutions who have increased public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication.
- ***Oliver Wendell Holmes Award*** enables overseas archivists already in the United States or Canada for training to travel to or attend the SAA annual meeting.
- ***Waldo Gifford Leland Prize*** encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice.
- ***Theodore Calvin Pease Award*** recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs (eligible manuscripts must be unpublished).
- ***Sister M. Claude Lane Award*** (co-sponsored by the Society of Southwest Archivists) recognizes individual archivists who have made a significant contribution to the field of religious archives.
- ***Minority Student Award*** encourages minority students to consider careers in the archival profession and promote minority participation in the SAA. The award provides complimentary registration to the SAA annual meeting for a minority student en-

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National & Regional Association News

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rolled in a postsecondary institution. Nominees must have a minimum scholastic grade point average of 3.0 (B) while enrolled in the academic year preceding the award.

- ***Preservation Publication Award*** recognizes the author(s) or editor(s) of an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions. Eligible publications include articles, reports, chapters, and monographs in print, audiovisual, or electronic form.

For further information about the awards and nomination forms, contact Thomas Battle, 13004 Chalfont Avenue, Fort Washington, Maryland 20744, (202) 806-7241, fax (202) 806-6405; or Sharron G. Uhler, Colorado Springs Pioneer Museum, 215 Tejone Street, Colorado Springs, Colorado 80903, (719) 578-6650, fax (719) 578-0965.

The Society of American Archivists, North America's oldest and largest professional archival association, includes a membership of more than 3,800 individuals and institutions concerned with the identification, preservation, and use of records of historical value. Members are drawn from government agencies, colleges and universities, historical societies, museums, libraries, businesses, and religious institutions., For more information, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140.

★★

New England Archivists 21st Annual Meeting at Mount Holyoke College

The 21st annual meeting of New England Archivists (NEA) will be held April 29 and 30 at Mount Holyoke College in South Hadley, Massachusetts. Friday, April 29, an all-day workshop will focus on document appraisal and a half-day seminar that day will discuss challenges facing new managers of archival repositories. Participants are also invited to visit local historical sites and museums, libraries, colleges, and bookstores.

The program on Saturday will include panel discussions of freedom of information and privacy laws, the preservation of electronic records, the acquisition and deaccessioning of historical materials, issues relating to private access to materials held by repositories, and the challenges of documenting social and political action movements and starting new archives. There will also be sessions on the status of the Nixon White House tapes now held by the National Archives in Washington, D.C., the exhibition of documents and works of art, and strategic plans for New England developed by the National Historical Publications and Records Commission.

★★

Northwest Archivists Annual Meeting

The 1994 annual meeting of the Northwest Archivists will be held in Eugene, Oregon on Thursday, April 28 through Saturday, April 30.

A program of more than 20 papers on a variety of topics of interest to archivists will be offered in 10 sessions on Friday and Saturday. Sessions will address providing access to archival materials; electronic records; cataloging software; electronic imaging (e.g. optical disk); Internet resources; and user fees. A session on historical documentation of the timber industry will be of particular interest to Pacific Northwest archivists. The Friday luncheon will honor Dr. James B. Rhoads on the occasion of his retirement from Western Washington University.

"Exploring the Internet: An Interactive Workshop" will be offered on Thursday. Led by Dan Cantrall of the Oregon State Archives, the workshop will provide on-line demonstration and training in the use of the varied Internet resources of special interest to archivists.

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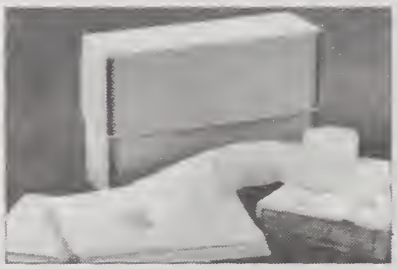

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National Endowment for the Humanities Helps Rescue Historic Documents, Newspapers, Photographs in Archives Nationwide

As part of an ongoing effort to preserve and make accessible the nation's heritage recorded in fragile historic documents, newspapers and photographs, the National Endowment for the Humanities (NEH) today announced grants to 26 institutions nationwide.

Libraries, archives and museums in 16 states and the District of Columbia received grants for projects that include microfilming and cataloging of U.S. newspapers, processing and preserving document collections, and conducting preservation-training programs.

Among the subject areas benefiting from these grants are U.S. state and regional history, anthropology, Latino civil rights history and women's studies.

The total amount of the grants is nearly $6.5 million.

"Preserving and making accessible the thoughts and images of various people in various times and places is one of the fundamental means by which reflection and progress in the humanities occur," said NEH Chairman Sheldon Hackney. "And because materials held in archives carry this kind of cultural weight, it's absolutely essential that we do everything we can to ensure that rare and informative collections of newspapers, photographs and historic records are available for reference over the long run."

The grants announced will enable scholars, journalists and other researchers for generations to come to have access to documents and images that are currently threatened with oblivion by natural processes of dissolution.

Created by Congress in 1965, the National Endowment for the Humanities is an independent agency that supports education, research, preservation projects and public programs in the humanities.

Some of the grants below include **matching funds**, which supplement the listed outright grant. "Matching" means that NEH will provide one additional dollar for every dollar contributed to the project by a non-federal funding source, up to the listed matching amount. NEH matching funds help spur private support for humanities projects through their effect of doubling the financial contributions made by non-federal benefactors.

District of Columbia - Association of Research Libraries, Media Contact: Jutta R. Reed-Scott, (202) 296-2296. Project: Conversions into machine-readable form of 29,522 records for serials titles that represent 215,000 volumes reported to the National Register of Microform Masters.

Baltimore Museum of Industry, Baltimore, Maryland, Media Contact: Nancy L. Perlman, (41) 727-4808. Project: Arrangement, description and preservation microfilming of the corporate records of the Canton Company of Baltimore, dating from 1836 to 1981.

Cornell University, Ithaca, New York, Media Contact: Anne R. Kenney, (607) 255-6875. Project: A research and demonstration project to test the feasibility of producing from the digitized pages of 10,000 volumes microfilm that will meet national preservation standards for quality and image permanence.

CUNY Research Foundation/Hunter College, New York, Media Contact: Nelida Perez, (212) 772-5685. Project: Arrangement and description of 2,600 linear feet of records of the Mexican-American Legal Defense and Educational Fund and of the Puerto Rican Legal Defense and Education Fund.

New York Public Library, New York, Media Contact: Heike C. Kordish, (212) 930-0711. Project: Arrangement, description, cataloging and preservation of primary resources in seven repositories that document the history of dance.

New York State Education Department, Albany, New York, Media Contact: Maria S. Holden, (518) 474-5964. Project: Preservation microfilming of 462 volumes of surveyors' field books and 245 color maps prepared by James Frost (1790-1810) and Verplanck Colvin (1872-1879) and the reformatting of 6,712 glass-plate and nitrate negatives (1904-1949) that document the exploration, mapping and protection of land and environmental resources of New York State.

New York University, New York, Media Contact: Debra E. Bernhardt, (212) 998-2640. Project: Arrangement, description and microfilming of the archives of Greenwich House, a pioneering settlement house in New York City.

Rochester Institute of Technology, Rochester, New York, Media Contact: James M. Reilly, (716) 475-5199. Project: A research and demonstration project to develop technical information necessary to improve storage practices and enclosures for film collections in libraries and archives.

Virginia Historical Society, Richmond, Virginia, Media contact: E. Lee Shepard, (804) 358-4901. Project: Automated access to materials documenting more than four centuries of women's history in the South.

West Virginia State College, Institute, West Virginia, Media Contact: Elizabeth H. Scobell, (304) 766-3117. Project: Arrangement and description of the papers of John W. Davis, president of the college from 1919 to 1953.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

PRINCETON UNIVERSITY LIBRARIES
Princeton, New Jersey

Position: Project Archivist, Librarian I, Public Policy Papers Processing Project

Available: Immediately. Temporary 1-year appointment

Description: Under the supervision of the Assistant Archivist, the project archivist will survey, appraise, preserve, arrange and describe the records of David Morse and several other 20th century public policy collections held at the Seeley G. Mudd Manuscript Library, Princeton University. The candidate selected will also be responsible for supervision of two student assistants (twenty hours per week). The project archivists will produce finding aids based upon local practice as described in Princeton's processing manual and enter records into various bibliographic utilities on campus, including the NOTIS OPAC, RLIN, and MASC (Manuscripts, Archives and Special Collections), a local database.

Qualifications: MLS from an ALA-accredited library school and/or MA with graduate archival training/experience. Knowledge of 20th century American history with an emphasis on labor issues and politics is an important asset. Familiarity with MARC AMC format, library automation, and microcomputer applications. Demonstrated ability to appraise historical records and work independently. Supervisory experience desirable. Excellent communication skills. Ability to lift 40 lb. box.

Benefits: Twenty-four (24) vacation days a year, plus eleven (11) paid holidays. Annuity program (TIAA/CREF), group life insurance, health coverage insurance, and disability insurance, all paid for by the University.

Salary: Dependent upon qualifications and experience. The minimum salary for the entry rank of Librarian I is $30,200.

To ensure full consideration, candidates should send applications, including resume and the names, titles, addresses and phone numbers of three references to be contacted, postmarked by May 7, 1994, to: Search Committee for Project Archivist, c/o Maria G. Gopel, Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544.

PHOTOGRAPHIC COLLECTIONS CATALOGER

A photographic collections cataloger is needed for a 16-month project (August 1, 1994-November 31, 1995), pending funding, to process, identify, and catalog approximately 60,000 photographic images into automated collections management system and produce finding aids.

Qualifications: Applicant must have a B.A. in history, architecture, or a related field and be currently enrolled or have completed an accredited program leading to a graduate degree in library science or museum studies, or have equivalent experience. General knowledge of photography and photographic processes preferred. Candidates must be familiar with IBM-compatible computer systems; ideal candidate would have experience on an automated collections management system. Proven ability to apply knowledge to assessment of resource materials; strong attention to detail; interpersonal skills to work effectively with staff of ten. Familiarity with Lehigh Valley history and geography highly desirable.

Salary: Independent contractor stipend $1300/month for 16 months. Send letter and resume to Librarian/Archivist, Lehigh County Historical Society, P.O. Box 1548, Allentown, PA 18105.

ARCHIVIST

Reston-based association seeks full-time Archivist to manage and maintain the development and preservation of extensive archives collection in the fields of health and physical education.

Qualifications: M.A. or M.L.S. with concentration in archival administration; 3-5 years experience in appraising records series (including electronic); database management and records management training, and experience in managing a significant archival collection. Also required: proficiency in word processing; ability to lift, shelve and retrieve boxes; strong presentation skills; excellent written and verbal communication skills, and ability to travel.

Full-time position (37.5 hours/week) with generous benefits package. Please FAX (703) 476-9527 or send cover letter with salary requirements and resume to: Judy Kenefick, American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD), 1900 Association Drive, Reston, VA 22091.

ARCHIVES TECHNICIAN
The Mariners Museum Research Library and Archives

Duties: Assist staff with the general accessioning, arrangement and description of archival collections; Physical handling of collections require an ability to lift and carry boxes of at least 40 pounds unassisted, climb ladders and stools to heights of six feet or more; Research and catalog photographic acquisitions; Assist with reference service, helping patrons in reading room and answer research inquiries as needed, and other duties as assigned; Ability to pay close attention to detail.

Qualifications: Minimum of two years college level history; preferably American, and/or archival training course; Experience in an archives, library, or museum with archival holdings may be substituted for some formal education; Knowledge of WordPerfect, required; D-base, desirable.

Salary: Full-time, $18,000 plus benefits.

Position to begin July 1, 1994. Applications accepted until filled. Please send letter of application, resume and two references to: R. Thomas Crew, Jr., Archivist, The Mariners Museum Research Library and Archives, 100 Museum Drive, Newport News, VA 23606-3759.

Summer Intern Program for College Students

Maryland State Archives

The Maryland State Archives is seeking applications for its Summer intern program for Maryland college students. The internships are open to graduate or advanced undergraduate students attending college in Maryland or Maryland residents attending college out of state.

There are eight internships available in this prestigious program which will provide training in archival management and historical research. This Summers' research will focus on the lives and careers of Civil War veterans from Maryland. Qualifications for applicants include academic excellence, preferably with an interest in history, archival science, library science or related fields.

The stipend for the internship will be $2,625 (before taxes) for the ten-week program which will run from June 13-August 19. The application deadline is April 1.

For application details, please write to: Internship Program, Maryland State Archives, 350 Rowe Blvd, Annapolis, MD 21401. For further information, please call Douglas McElrath or R.J. Rockefeller at (410) 974-3914

FOURTH RESEARCH FELLOWSHIP

Old Sturbridge Village, an outdoor history museum in Sturbridge, Massachusetts, announces its fourth Research Fellowship to be awarded to a scholar working in the social history and material culture of rural New England from 1790-1850. The fellowship project need not be limited to rural New England nor to this period, but must relate significantly to the Village's time and place. Fellows will be in residence for six to twelve weeks, preferably in the Fall or Spring semester. Candidates should have significant work and accomplishment in historical, archaeological, or material culture scholarship, and be strongly committed to publishing the results of their research. A stipend of up to $2,500 will be awarded. For application information please contact Jack Larkin, Director of Research, Collections and Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA, 01566. Tel. (508) 347-3362 ext. 298. Deadline for applications is July 1, 1994.

ARCHIVIST

Memorial Sloan-Kettering
Cancer Center
New York, New York

Memorial Sloan-Kettering Cancer Center is seeking a half-time Archivist to manage its Archives.

Responsibilities: Include organizing, processing and providing access to the collection of institutional records and historical materials.

Qualifications: B.A. or B.S. and completion of a program in archival management; 3 to 5 years' experience.

To Apply: Send resume with salary requirements to Carmen Thomas, Employment Department, Memorial Sloan-Kettering Cancer Center, 1275 York Avenue, New York, NY 10021.

EMPLOYMENT

ARCHIVIST

U.S. Holocaust Memorial Museum

The United States Holocaust Memorial Museum Research Institute Archives invites applications for the position of Chief Archivist/Deputy Director of Archives. The position's major duties include daily supervision of Archives staff and fulfillment of such departmental functions as appraisal, accessioning, arrangement, and description.

Candidates must have demonstrated archival work experience at the GS-11 or GS-12 level; extensive knowledge of 20th-century German and European history; fluency in the German language and a working knowledge of at least one additional central or eastern European language; and demonstrated administrative experience in managing people and processes. Candidates with a relevant Ph.D. are preferred, but an MA or equivalent experience will be considered.

The position commences on May 1, 1994, or later, and is a competitive career-conditional federal appointment. The salary will be in the federal GS-12 range.

Applications must include a resume, a federal SF-171 form, and the names of three references, and should be sent by April 18 to the Personnel Office, United States Holocaust Memorial Museum, 100 Raoul Wallenberg Place SW, Washington, DC 20024-2150.

MARAC BUSINESS MEETING MINUTES (Gettysburg)

The meeting was called to order on November 6, 1993, at 8:50 a.m.

The Chair announced that the final report for the meeting at Long Branch had been submitted and after all expenses, we made $14,700. The Chair further stated that this was unusual and that we would try to rebate some of these funds to the membership in several ways.

The Steering Committee approved to increase the reserve fund from $24,000 to $30,000 using six-thousand from the Long Branch profits. The Steering Committee also approved making an additional $2,000 of this sum available to be used by the committees planning the New York meeting.

The Chair announced that a great deal of work had been completed on the APEX Project. There were still a number of issues which needed to be resolved. Therefore, a special committee was appointed to oversee the development of the final proposal. The committee will be made up of: Lois Densky-Wolff (Chair), Rebecca Ebert, Jon Williams, Fynette Eaton and Claire McClurdy (Ex-officio members), the chairs of the Membership, Outreach and Education Committees.

The Chair asked the members to get in touch with Lois Demsky, regarding any questions and/or concerns by the end of December. The Chair also reminded the membership that *Automation In Archives* was available and that several of the contributors were available to autograph copies.

The Vice-Chair, Ervin Jordan, Jr., reported on future meeting sites. Mr. Jordan gave the dates and themes of the New York and Richmond meetings. There was some discussion about an offer from the New England Archivists (NEA) to have a joint meeting at Saratoga. Mr. Jordan announced that we would consider this for a future date.

The Treasurer, Jim Byers, presented the financial report from the last fiscal year. He reported that the increase in dues has provided a much needed stable base, which was hoped for. One question from the floor," why was so much of our reserve fund in C.D.'s?" Mr. Byers responded that we had invested in C.D.'s for security purposes.

The Chair of the Custer Award Committee, Mr. Bob Sink, was recognized. Mr. Sink reported that his committee had reviewed a large number of submissions during the past year. The Committee determined that the Custer Award would be presented to William Allen for his book, *The Dome: An Architectural History of the U.S. Capital*, and to the National Archives for *The United States at War in 1944*, with an honorable mention to the Library of Congress for *Acquisitions: Manuscripts Division, 1991*.

Mr. David Hedrick, chairperson for the local Arrangement Committee, reported that there were more than 350 persons in attendance at this meeting. He thanked the Committee for doing a superb job. In addition, Mr. Hedrick thanked the Hershey Candy Company and the Catering Director for Gettysburg College and Sandoes Local Orchard.

The Chair then recognized the co-chairs for the Program Committee, Ms. Judith Thorne and Mr. Mike Musick, Ms. Thorne thanked the Program Committee and in particular, Ms. Diane Windham-Shaw for Thursday's program, and Ms. Sarah Stone for her help concerning the Indian Schools. Ms. Thorne, speaking for herself and Mr. Musick, thanked both the Local Arrangement Committee and the Program Committee for all of their help.

The Chair recognized Mr. John Celardo, Local Arrangement Committee Chair, for the Spring meeting, which will be held in New York City.

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, 1992 - 1993 Fiscal Year
July 1, 1993 - September 30, 1993

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1992-93 Actual
REVENUE AND SUPPORT								
Membership Dues	$15,750.00	$11,825.00				75%	$11,825.00	$12,094.00
Publications Sales	450.00	1,387.38				313%	1,387.38	566.36
Pub. Advertising	1,200.00	216.00				18%	216.00	2,225.00
Bank Interest	1,500.00	368.28				25%	368.28	1,226.36
Conferences	6,000.00	14,763.56				250%	14,763.56	4,946.29
Mailing List Sales	160.00	0				0	0	160.00
Contributions	360.00	121.00				34%	121.00	428.00
Total Revenue and Support	**$25,410.00**	**28,681.22**				**112%**	**$28,681.22**	**$21,646.01**
EXPENSES								
General	$1,400.00	$62.42				4%	$62.42	$1,027.86
Administrator	3,300.00	1,056.94				32%	1,056.94	3,316.51
Treasurer	710.00	29.00				4%	29.00	512.89
Membership	1,250.00	243.34				19%	243.34	546.37
Committees	2,675.00	169.56				6%	169.56	2,835.38
Conference Advances	2,000.00	0				0	0	550.00
Publications	10,700.00	2,258.00				21%	2,258.00	14,982.40
Awards	300.00	200.00				66%	200.00	300.00
Miscellaneous	50.00	0				0	0	22.00
Total Expenses	**$22,385.00**	**$4,019.26**				**18%**	**$4,019.26**	**$24,903.41**
NET INCOME or (NET LOSS)		**$24,661.96**					**$24,661.96**	

SUMMARY

Opening Balance	$41,138.52
Income	28,681.22
Expenses	4,019.26
Closing Balance	**$65,800.48**

Cash Accounts

Checking Accts:	$14,601.50
Savings Accts:	31,198.98
Cert. of Dep:	20,000.00
Total	$65,800.48

Fund	Opening	Credits	Debits	Closing
Current	$7,330.52	$22,560.22	$4,019.26	$25,871.48
Endowment	6,808.00	121.000		6,929.00
Reserve	24,000.00			30,000.00
Surplus	3,000.00			3,000.00
Total	**$41,138.52**	**$28,681.22**	**$4,019.26**	**$65,800.48**

MARAC Steering Committee Approves APEX Proposal

The MARAC Steering Committee at a special meeting in Baltimore on January 14 approved the submission of a revised grant proposal to the National Historical Publications and Records Commission for MARAC's proposed Archival Projects Evaluation Extension (APEX) program. The proposal was submitted February 1 to the NHPRC. APEX, modeled after the New Jersey Caucus's successful CAPES program, is a MARAC region archival technical assistance program.

APEX has two goals: 1) to provide the historical records programs of small public and private non-profit institutions in the MARAC region with basic CAPES-style archival consultant services, and 2) to work with each institution to strengthen overall program planning, administration, and evaluation according to national standards, bringing each program up to minimum standards for institutional competency.

The proposal to the NHPRC is for funding a two-year program from August 1, 1994 to July 31, 1996. An Apex Project Advisory Board appointed by the MARAC Chair will supervise a project director. The project director provides overall program planning, administration, evaluation, and fiscal management for the program. Each MARAC state APEX program will be coordinated by an APEX state coordinator and qualified consultants will be hired from the MARAC membership. The MARAC Steering Committee will learn in mid-June if its funding request is successful.

STEERING COMMITTEE

January 14, 1994

Summary of Steering Committee Actions and Reports at the Special Meeting of 14 January 1994 in Baltimore, Maryland, to discuss the Archival Projects Evaluation Extension (APEX):

Steering Committee:

- passed a motion to approve the inclusion of a full-time project director position in the APEX grant proposal (see appendix 1);
- passed a motion that, if the grant is approved, we advertise this position at $37,500 minimum salary (which includes no benefits), commensurate with qualifications, and indicate to the NHPRC that we are including $45,000 in the budget so that we have the flexibility to offer a higher salary to an appropriately qualified individual living in a high-cost locale and in order to have the means to increase the project director's salary in the 2nd year of the grant;
- passed a motion that the grant application to NHPRC for the APEX project be submitted to NHPRC on 1 February 1994, provided that the revision incorporates changes made in today's discussion; and
- set the date for the Winter Steering Committee Meeting for February 11, 1994.

Steering Committee also:

- expressed their thanks to the Ad Hoc Committee for the APEX Grant proposal for all their hard work;
- discussed and resolved the Steering Committee's concerns about the grant proposal in the context of preliminary responses received from NHPRC, including:

* the clarification and specification of the project goals as presented in the section on "Purpose and Goals" and the resolution of these goals with information presented in the "Operational Guidelines and Procedures," including the relationship of APEX workshops (low-cost, not free) to regular MARAC workshops;

* the relationship of the APEX program to the NHPRC Long Range Plan, the SAA Guidelines for the Evaluation of Archival Institutions, and the New York State Archives guidelines for institutional self-evaluation, the inclusion of "assisted self-evaluation" materials to be developed as part of the APEX project as products of the grant in the submission to NHPRC, and clarification of the point that APEX consultancies will look at a repository's entire program and not simply focus on one area in which help is desired;

* that an APEX Advisory Board will be appointed by the MARAC Chair, drawn from the MARAC Steering Committee and membership and consisting of the chairs of the Education, Outreach, Membership, and Publications committees and five additional members, with the MARAC Chair and Treasurer serving ex-officio and with the MARAC Chair appointing the chair of the Advisory Board;

* that municipal and county programs will be eligible only in states where no other funding is available;

* that the APEX Project Director will determine the number of additional consultant visits to be provided to each state as needed, based proportionately on each state's caucus membership;

* that the MARAC Chair is the authorizing official for the grant;

* that the State Agency Coordinator will not be involved in the review of applications for consultants but will be involved in the initial review of applications for consultancies only to establish that the applications are complete;

* that the MARAC State Representative is ineligible to serve as a consultant in the APEX program;

* that the APEX State Coordinator will be the primary liaison to the SHRAB, a role which the Steering Committee hopes will include attending SHRAB meetings;

* that the APEX Advisory Board will recommend more than one candidate to the Steering Committee for the position of Project Director and that the MARAC Steering Committee will make the final decision;

* that the APEX Committee Chair will query NHPRC as to the importance of having a host site specified when the grant is submitted;

* that the APEX Committee will investigate the possible use of a payroll fulfillment firm to administer payments under the grant;

* that certification will not be included as a qualification for consultants in the APEX program and that a major in archival administration will not be included as a requirement for the position of APEX Project Director; and

* that the final draft of the grant proposal will be reviewed by the MARAC Chair and Treasurer prior to its submission to NHPRC. □

STEERING COMMITTEE

February 23, 1994

Summary of Steering Committee Actions and Reports at the Meeting of 23 February 1994 in Baltimore, Maryland:

Steering Committee:

- approved the minutes of the 5 November 1993 Steering Committee meeting, with the following correction:

  * p. 5, no. XII.-- in line 17, delete (see appendix 11);

- approved the minutes of the 14 January 1994 Special Steering Committee meeting with no corrections; and

- passed a motion to adjourn the Steering Committee meeting at 2:00 p.m.

The Chair reported:

- on a letter sent by the Friends of the Virginia State Library to Hunter Andrews State Senator, regarding space to be allocated to the Virginia State Archives in the new archives and library building under construction and a study relating to this issue which has been called for by the Legislature;

The Vice Chair reported:

- on past and future meetings:

  * that the Gettysburg meeting made a profit of approximately $9500 from 321 paid registrants and ca. 160 workshop registrants; and on

  * Spring 1994, New York City, May 12th-14th - venue: Ramada Hotel Pennsylvania, Robert Morris, program chair, theme: "From Cobblestone to Crabgrass: Documenting Cities and Suburbs," John Celardo, local arrangements chair, luncheon and breakfast will be subsidized to keep costs to members more reasonable;

Steering Committee also:

- received the report of the MARAC Secretary that she is under new restraints in regard to institutional support for mailings and will use e-mail and fax as much as possible;

- received the first quarter report of the MARAC Treasurer for fiscal year 1993/94 that sales of the electronic records publication have been high, that meetings profits are high because of income from the Long Branch meeting received in this fiscal year, and that the Secretary's budget can be adjusted if necessary to cover costs of mailings;

- received the report of the MARAC Administrator that membership is currently over 1,050, that 138 names of non-renewing have been purged from the database, that publications sales have risen dramatically since the Fall due principally to the publication of *Automation in Archives* but also to the posting of our publications list on the Archives Listserv by an At-Large Representative, and that Diane Shenk of Penn State University will take over the administrator position after the May meeting;

- received the report of the Finance Committee including that the ad hoc committee appointed to follow-up on the recommendation passed in Gettysburg to consider setting up a scholarship fund to underwrite attendance at semi-annual meetings by new members is working on a proposal to be presented at the New York City meeting;

- received the report of the Meetings Coordinating Committee (MCC) that the Fall 1994, Richmond, Virginia, meeting will be held October 27-29 at the Richmond Omni Hotel, Betsy Pittman, program chair, theme: Women, Jodi Koste, local arrangements chair, that a number of sites are being investigated for the Spring 1995 meeting, that Wilmington, Delaware, is the tentative site for the Fall 1995 meeting, that College Park Maryland, is the tentative site for the Spring 1996 meeting, and that the possibility of having a joint meeting with OHMAR (Oral History of the Mid-Atlantic Region), is still being explored;

- received the report of the Membership Development Committee that the Committee will soon be sending out a letter of welcome to new members, that they plan to have the mentor program in place by the New York City meeting, and that they are preparing a mailing to academic institutions with archival education programs in the MARAC region in order to attract student members;

- received the report of the Nominations and Elections Committee that the ballot is nearly complete and that the Committee will present a by-law change and a revision of the Committee's procedures at the Spring Meeting;

- received the report of the Finding Aids Award Committee that nine submissions have been received from eight institutions; and

- received the report of the Chair of the Ad Hoc Committee for the APEX Grant that the proposal has been received by NHPRC and that MARAC members need to lobby for the maintenance of NHPRC's budget as any cuts will definitely affect our grant category.

News from the National Archives

The move of records to the new National Archives facility at College Park, Maryland, known as Archives II, continues. As of early March the Nixon Presidential materials were open at the new building (301-713-6950), as were cartographic (301-713-7040) and electronic records (301-713-6630). The textual records continue to move in the Interior, Agriculture, Commerce, and Transportation Clusters. Individuals working with textual records in these clusters should call 301-713--7250 to determine if the records they wish to use have been moved to the new building and are open to researchers. General questions concerning Archives II should be directed to 301-713-6779 or 202-501-5400. The FAX number is 301-713-6920.

★★

President's Budget Proposes 23.8% Cuts in NHPRC Grant Funds

The federal budget proposed by President Clinton for fiscal year 1995 would reduce by nearly one-fourth the amount of grant funds available from the National Historical Publications and Records Commission (NHPRC).

The NHPRC is a federal agency that makes grants to preserve and provide access to records and other source materials that document American history.

The budget for NJPRC grants for the current fiscal year (1994) is $5.25 million, up 5 percent from $5 million in fiscal year 1993. The President's budget proposes $4 million, a reduction of 23.8 percent.

★★

NHPRC GRANTS
NHPRC Recommends 67 Grants Totalling $2,926,304

The National Historical Publications and Records Commission (NHPRC) met on February 9 and recommended $1,593,734 for 31 continuing documentary editions projects; $71,452 for eight publication subvention grants; $99,256 for two state board grant projects; and $1,154,372 for 25 records access projects. Also recommended was $7,500 for the 23rd annual Institute for the Editing of Historical Documents. The grant recommendations were made in response to more than $3,948,000 in requests.

Grants of interest to the MARAC Region include:

- New York State Education Department, Albany, NY: A grant for an 18-month project to improve the administration, preservation, and accessibility of records essential to understanding the environmental movement in the United States.
- New York University, New York, NY: A grant to preserve and provide access to approximately 80 hours of film that comprise the university library's Moving Image Collection (ca. 1925-69).
- Research Foundation of the State University of New York, Albany, NY: A grant for a one-year project for the SUNY Health Science Center at Brooklyn to process and make available 128 linear feet of institutional records and 101 linear feet of non-institutional records documenting the history of health care in Brooklyn.
- Staten Island Historical Society, Staten Island, NY: A grant for the second year of a two-year project to improve access to a portion of the society's collections.
- Chesapeake and Ohio Historical Society, Clifton Forge, VA: A grant for a one-year project to appraise, arrange, clean, create descriptions in the MARC AMC (Machine-Readable Cataloging Archival and Manuscripts Control) format, and microfilm approximately 350 corporate minute and record books; and to survey, appraise, rehouse and create a computerized description and processing plan for about 1,100 cubic feet of administrative records documenting the Chesapeake and Ohio Railway.
- The American University, Washington, DC: A grant for continuing work on the *Papers of Frederick Law Olmsted.*
- The Johns Hopkins University, Baltimore, MD: A grant for continuing work on the *Papers of Dwight D. Eisenhower.*
- The Johns Hopkins University Press, Baltimore, MD: A grant for the *Papers of Thomas A. Edison,* Vol. 3.
- University of Maryland, College Park, MD: A grant for continuing work on the *Freedmen and Southern Society Project.*
- University of Maryland, College Park, MD: A grant for continuing work on the *Papers of Samuel Gompers.*
- Rutgers, The State University of New Jersey, New Brunswick, NJ: A grant for continuing work on the *Papers of Thomas A. Edison.*
- Rutgers, The State University of New Jersey, New Brunswick, NJ: A grant for continuing work on *The Stanton/Anthony Papers.*
- New York University, New York, NY: A grant for continuing work on the *Papers of Margaret Sanger.*
- Research Foundation of the City University of New York/Queens College, New York, NY: A grant for continuing work on the *Papers of Robert Morris.*
- University of Pittsburgh Press, Pittsburgh, PA: A grant for the *Papers of Robert Morris,* Vol. 8.
- The College of William and Mary, Williamsburg, VA: A grant for continuing work on the *Papers of Charles Carroll.*
- George C. Marshall Foundation, Lexington, VA: A grant for continuing work on the *Papers of George C. Marshall.*
- Institute of Early American History and Culture, Williamsburg, VA: A grant for continuing work on the *Papers of John Marshall.*

Preservation News

SKUM-X UPDATE

Recently it was announced that the dry paper cleaner, Skum-X, used by many of us, had changed its formula. The new formula is not as safe for cleaning paper materials. The company reports that it has resumed the manufacture of "original formula" Skum-X, which is being shipped to distributors. Stock should be adequate to meet normal demands. You will be able to get your familiar product from your normal suppliers, but let them know which form you want.

★★

Conservation Administration News has moved to the Graduate School of Library and Information Science, University of Texas at Austin, where it will be integrated into the Preservation and Conservation program, formerly at Columbia, from whence it came. Paul N. Banks is acting editor.

★★

Survey of Permanent Papers for Printing and Writing will Indicate Recycled Content

Abbey Publications has mailed out questionnaires for its second survey of "permanent" printing and writing papers produced in the U.S. and Canada. This survey covers papers (including those with recycled content) which meet the permanence requirements of the *American National Standard for Permanence of Paper for Publications and Documents in Libraries and Archives*, ANSI/NISO Z39.48-1992. Papers meeting this standard have an estimated life measured in centuries. By contrast, the acidic papers in almost universal use until recent years have lives measured in decades.

The tabulated results of the survey are expected to be available in March 1994, and will be published in the *Abbey Newsletter* and the *Alkaline Paper Advocate*. Individual copies of the survey issue of either of these publications may be purchased from Abbey Publications, 7105 Geneva Drive, Austin, TX 78723 for $5.00 each, prepaid, with a self-addressed mailing label enclosed. Other means of distribution, including through Internet, are being Explored.

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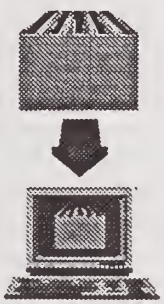

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ASSISTANT ARCHIVIST

Prestigious non-profit institution located in the Columbia University area of New York City seeks an experienced professional archivist with 3-5 years experience and a B.S. in Archives or B.L.A. to assist chief Archivist in computerization of archival data. Individual will be responsible for organizing and cataloging historical documents, as well as, preparing and arranging acquisitions. Develops and coordinates material for Archival newsletter. Working familiarity with Priorite or other software essential. Excellent administrative and organizational experience and skills necessary.

Salary to mid 30's range.

Applicants may call directly at (212) 870-3025 to arrange an appointment for an interview and to obtain additional details regarding this position.

Please send letter, including resume and desired salary to:

Ms. Leonoara Halligan, Director of Human Resources
P.O. Box 459, Grand Central Station
New York, New York 10163

Session Abstracts

"The Manipulated Image: New Technologies in Photography"

Innovation in the field of computerized digital imagery has resulted in disturbing questions about the authenticity and reliability of the photographic image as an historical document.

This session provided an historical overview of ethics and realism in the field of photography, discussed modern innovations in the manipulation of images and addressed the role of the archivist in light of rapid technological change.

Will Stapp of the George Eastman House discussed the history of photography and pointed out that "every picture is a lie." Stapp claims that all photographs are manipulated either for technical reasons or for effect.

Kim Neilsen, Director of Image Technology Groups explored the technological innovations behind the digital image. With today's technology we can easily create the best possible image for a variety of purposes. Neilsen discussed several controversial examples and asked the question, "Where do we draw the line?"

Laurie Baty of the National Archives pointed out that researchers rarely bring the same methodology to visual records that are applied when researching other primary resources. Scholars must ask questions of photographs to determine its evidentiary value.

— Elizabeth Joffrion, Archives of American Art

★★

"When Students Go to War"

Guy R. Swanson of The Museum of the Confederacy, Richmond, Virginia, moderated this session, which was well attended and engendered much lively discussion. The Civil War affected the lives of both white and black college students. Papers were presented by Ervin L. Jordan, Jr., of the University of Virginia, and Ella Forbes, of Temple University, examining sources documenting the roles of students from the University of Virginia in Charlottesville, and Lincoln University in Chester County, Pennsylvania, respectively.

Thomas Jefferson founded the university of Virginia as an "Academical Village" in 1819. Through its infancy and various stages of growth, it had not strayed from Jefferson's dream and achieved national recognition for its academical strengths by 1861. Like many other similar institutions, the University responded faithfully to the call of its Commonwealth when Virginia seceded from the Union, and students eventually formed three companies of infantry. By July 1861, 515 of the 600 enrolled students had joined the Confederate forces. In addition, 2,200 of the 8,000 university graduates served the Confederacy, several of them in leading civil or military positions. Consequently, during the war years, although classes remained in session, the student population dropped tremendously and the school's governing body, the Board of Visitors, provided little leadership and actually considered suspension of operations for the duration. The Confederate officials commandeered several of the unused university buildings for hospital space or military barracks. Fortunate to escape destruction by Federal troops, it still took several years for the school, ravaged by poor economic conditions and Reconstruction, to return to its previous fine standards of operations. During the late nineteenth and early twentieth centuries, the university honored its Civil War graduates with memorial tablets and medals.

Lincoln University, originally Ashmun Institute, was founded in 1854 by the Rev. James Miller Dickey and renamed in 1866 to honor assassinated President Abraham Lincoln. It exists as the nation's oldest continuously operating college devoted to the education of African Americans, especially in the fields of sciences, humanities and religion. At the time of the Civil War, the student population consisted primarily of northern free-born African Americans. Over thirty students enlisted in the Union Army when permitted to do so, many of them in the 54th Massachusetts Infantry. When Pennsylvania authorized enlistments for blacks, other students joined the state forces and were issued rifles during the invasion of Pennsylvania in 1863. Several Lincoln University students, including Christian Fleetwood, served with distinction in the Federal Army. Thirty-one veterans stood among the university graduates in 1866, and these student-soldiers were also among the 186,000 African Americans who valiantly served during the war.

Concluding observations noted the following ideas for audience discussion. (1) Aside from the Civil War years, college/university archives contain rich and untapped resources of primary materials pertaining to student life, the operations and missions of a particular school, and the roles of the school in its home state and society as a whole. (2) The Civil War was an "adventure" for most men, but the "adventure" had a double impact on students when considering higher education and military service were not part of the norm for most. (3) There is a military tradition within education for young men in the South, associated with aspects of frontier life, including Virginia Military Institute, The Citadel, and others. Aside from West Point is there a similar tradition that exists in the North? Did schools in the North only respond at times of crisis? (4) Based on the two fine papers in the sessions, there is great potential for various studies of the roles of students, colleges and universities during the Civil War.

—Guy R. Swanson, The Museum of the Confederacy

★★

"Planning Your Professional Life as a Series of Projects"

This session was conducted as a roundtable to allow time for the audience to participate. Ann Webb, Assistant Curator/Archivist, Tudor Place Foundation, Inc. (Washington, D.C.), started with "Conceptualizing and

Defining a Project," using her institution, Tudor Place, as a case study. The staff at Tudor Place undertook a long range plan and set goals and priorities before applying for grants. The purpose of this activity was to match project funding resources with the analyzed needs of the institution. For Federal funding sources, i.e., the NEH, NHPRC, and state Humanities Councils, engage a consultant to evaluate your repository and your plans before submitting a proposal. Consult with the program officers at the funding agency before submission and read the instruction book thoroughly. Leave plenty of time to write a proposal to a federal agency - six months for the research, writing and revisions, longer if an institution hires a consultant for collection evaluation. These agencies encourage collaborative projects with other institutions. They became familiar with the goals, aims and projects of other neighboring institutions to avoid duplication of effort. Each grant project completed will help with the preparation for the next project.

Nancy Shawcross, Curator of manuscripts, Van Pelt Library, University of Pennsylvania (Philadelphia), talked about "Strategies for a Successful Proposal." She suggested a variety of places to look for funds, including some within your institution, an interdepartmental project, or possibly a director's discretionary funds. Work closely with the development office of an institution, if one exists, to host a fund-raising event or form a Friends of the Library group. Contact local foundations for support and investigate their areas of specialties, such as education, that offer possibilities for projects. If your institution has a long-range plan (at least three years), a series of small grants can fund segments of the overall goal. After discovering the interests of a funding agency coincide with some of the strengths of your collection, write proposals to focus on these particular interests. These smaller proposals can be less time consuming to prepare, especially after a relationship is developed with a foundation. A foundation often becomes more receptive to a proposal if it is familiar with the work, goals, and interests of a particular institution.

Carolyn Schumacher, Deputy Director for Library and Archives, Historical Society of Western Pennsylvania (Pittsburgh), presented some information on "Working Out the Details" for grants requested to process a collection. Based on the Historical Society's NHPRC grant for processing about 1200 linear feet of materials, she talked about the difficulties of estimating the time it takes to process a collection. The average worked out to about eight person hours per cubic foot. W. N. Davis ("Budgeting for Archival Processing," *American Archivist* 42:2, Spring 1980, 209-211) breaks the work down to 2/3 of a senior archivist per cubic foot, 5 5/6 hours for a processing archivist, and 1.5 hours for a clerical assistant. Uli Haller estimates 3.8 hours per cubic foot for materials that come in fairly good order ("Variations in the Processing Rates on the Magnuson and Jackson 'Senatorial Papers,'" *American Archivist 50:1,* Winter 1987, 100-109). Consult Tom Wilsted's MARAC Technical Leaflet (Computing the Total Cost of Archival Processing, Series No. 2, 1989) for estimating the cost of processing. Ask other archivists about their experience estimating the time and staff needed for completing a project. Processing is not the only activity to consider for grant funds. Outreach programs such as lecture series, fellowships for encouraging researchers to use the collections, conservation and reformatting, and oral history projects are some of the work that can be included in the institution's fund-raising plans.

— Carolyn Schumacher, Historical Society of Western Pennsylvania

★★

Seminar Series: Archives of Business & Cultural Organizations

Twenty-three archivists met on the morning of November 4, 1993 to discuss a number of issues facing institutional archivists. The participants included individuals differing in experience, institutional type and resources. Institutions represented ranged from multinational corporations to professional societies to local foundations. Responsibilities included those traditionally associated with archival management to historical property management and income production. Several had considerable experience with the management of electronic records.

Using the five issues and related questions in the seminar brochure, they began the discussion with a group exercise to explore "inreach" - marketing specialized services within the institution. Participants divided into three groups, in which they examined content and design, responses from targeted audiences, cost and purpose of marketing brochures produced by CIGNA's library, museum and archives (three departments). At their conclusion each group reported back to the whole and compared results. Those attending then chose issue oriented groups to discuss specific matters of concern, again bringing reports to the larger group for general discussion. To integrate the day's effort, participants focused as a single group on establishing priorities for efficient use of resources, and adjusting those priorities as institutional priorities change.

The session leaders found the small group format very effective, and noticed that theoretical discussions quickly became practical and anecdotal, although the diversity of the participants sometimes hindered efforts to reach a common conclusion. Each participant appears to have gained something of value from the seminar, for some new contacts, for others a new perspective.

Session leaders and participants thank Diane Shaw for organizing, and the Pennsylvania Historical and Museum Commission for funding, and David Hedrick, and the chef and her staff at the Camalier Center at Gettysburg College for their help in facilitating this stimulating day.

— Maygene Danielss, Chief, Gallery Archives, National Gallery of Art

— Leslie Simon, Associate Archivist & Archaeologist, CIGNA

Continued on P. 26

Session Abstracts

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Seminar Series: Local Government Archives

The Local Government Archives special interest meeting attracted twenty-eight participants representing all of the MARAC states except for Delaware and the District. The group was almost evenly split between those who worked for local government archives and those who were, at least at one time, state archivists responsible for providing records management services to county and municipal governments. A formal agenda and issues summary statements were prepared and distributed by the meeting coordinators. The initial introductory go around (during which time everyone had an opportunity to speak) determined the course of the rest of the session. As would be expected, most of the time was devoted to discussions on the following topics: sources of funding, charging for services; relations with elected local officials and the working relationship between state and local archivists; outreach and promotional activities; traditional State services and the effect of recently established improvement funds in New York and Virginia; and NARA/NAGARA's intergovernmental records program.

The meeting was particularly useful because it did not center on a rehashing of long-standing problems, but on encouraging those who worked for local governments to report on what tactics and projects were working for them. For example, the Philadelphia City Archives staff passed on information regarding their success in getting funds and grant support from local organizations; the Chester County (PA.) representative focused on the positive feedback on their educational outreach program with teachers and students; the Fairfax County (VA.) archivists talked about their annual training programs from managerial and clerical employees; and the New York State regional archivists relayed information on their intensive work with local officers. Adding to the meeting were the comments by NARA staff on the Intergovernmental Records Program and the many extremely useful handouts they provided. Everyone reacted positively to the session and there was a general feeling that a similar format with perhaps a narrower focus, would be a good idea for a future MARAC meeting.

— Frank Suran, Chief, Division of Archival and Records Management Services, Pennsylvania Historical and Museum Commission

— George Hruneni, County Archivist, Fairfax County, Virginia

People

R. Joseph Anderson was recently appointed head of the Niels Bohr Library, Center for History of Physics at the American Institute of Physics' new facility in College Park, MD. Anderson was formerly director of the library and archives at the Balch Institute for Ethnic Studies, Philadelphia.

★★

Among the first group of participants to receive a Certificate in Preservation from the Professional Development Program, School of Communication, Information and Library Studies, Rutgers University are **Diana Heavener**, Cape May, NJ, County Public Records Office; **S. Christine Jochem**, David Library of the American Revolution, Washington's Crossing, PA; and **Robert Stewart**, Asbury Park, NJ, Public Library. Heavener also completed the Preservation Management Training Program offered by the Society of American Archivists this year.

★★

The Department of History of the Presbyterian Church (U.S.A.) is pleased to introduce **Kerry J. Norce** to the new position of Coordinator for Governing Body Services. This position was created to communicate more actively with the churches and governing bodies in addition to serving as an effective link to these entities for promoting the services provided by the Department of History. Ms. Norce recently completed her Master of Arts in History from Temple University and was a part-time member of the staff as the Archives Technician until assuming the position she now holds. Ms. Norce is also a published poet.

★★

Susan E. Fox, director of programs at the Center for Science and International Affairs at Harvard University's John F. Kennedy School of Govern-

ment, has been selected as the new executive director of the Society of American Archivists (SAA) and officially assumed the post on April 1, 1994. She has an extensive background in management, advocacy, fund raising, meeting planning, publications programs, and working with advisory boards.

Fox has served in a director position at the Kennedy School for the last six years. At the Center for Science and International Affairs, she manages a $1 million operating budget and is responsible for program development, implementation, and administration at the school's largest research facility. She has organized multiple conferences and workshops; oversees 25 fellows and an internal staff of six; and initially developed and currently produces a variety of publications for the center. As the administrative director for the Kennedy School's Science, Technology, and Public Policy Program, she developed a fund raising plan to leverage endowment, gift, federal, and foundation funding.

Prior to joining the Kennedy School, Fox served as assistant to the executive director of the International Physicians for the Prevention of Nuclear War, with 170,000 members in 61 nations. The organization was awarded the Nobel Peace Prize in 1985.

Fox earned her undergraduate degree in public relations from the Boston University College of Communications. In 1992, she received a master's degree in public affairs from the McCormack Institute at the University of Massachusetts at Boston.

Fox will replace Anne P. Diffendal, who has opted not to renew her contract with the Society. Diffendal will return to her hometown of Lincoln, Nebraska, to resume her career as a consulting historian in research, program planning, grant writing, and exhibit planning and coordination. Diffendal, a longtime SAA member, has served as the Society's executive director since March 1991.

Book Review

Carmicheal, David *Organizing Archival Records, A Practical Method of Arrangement and Description for the Small Archives.* Pennsylvania Historical and Museum Commission, Harrisburg, 1993.

This is an eye catching book in a couple of ways. The cover is a handsome reproduction of a Pennsylvania Dutch certificate with a central heart around the inscription in German and flowers along the sides. Photographs inside the manual exhibit much of the same taste. The first is an old will; then an 1890s young boy in his yard playing with a toy horse on wheels and holding a wooden rifle. There are more recent photographs as well, and all designed to catch the eye. The textual pictures are equally colorful and with good reason. This is the booklet for a person who is even newer to the field than the 'lone arranger.' It is written and styled for a person with little and/or no background in archives, manuscript collections, arrangement or description. If you remember back to textbooks in library school or courses in archives administration or more recently, computer manuals, this book uses examples that catch the reader's eye and even make him/her smile. I was prepared for the 'Foundling Family Papers' and the 'Magnate Railroad'; I chuckled at comparing examining a collection to an archaeologist plotting the location of rare dinosaur bones; and I laughed at Percival, the composer of 'Way Down Upon the Scrawny River.'

Aside from setting the reader at ease and encouraging learning, the manual is practical, has good figures and many of them, to illustrate examples as well as good exercises and answers. For the most part, theory is not lectured, and suggestions come to the required level. When subject headings are discussed, L.C. and Sears are mentioned. It makes me feel old to remember that Sears is really Minnie Sears whose subject headings were used everywhere before L.C. came along. Now Sears is still used in public libraries, elementary schools and probably will be very handy for the people this manual will help. David is an archivist and perhaps more structured than many manuscript collections require, but as that carries over into practices and procedures like examining collections, numbering and maintaining a thesaurus of subject headings, it becomes very helpful and even necessary. This is a good manual. It does not lead anyone over the edge or off the deep end. It captures interest.

— Mary Boccaccio

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